

REPORT to the KITTERY TOWN COUNCIL – GROWTH MANAGEMENT PLAN

Responsible Individual: Beers

Date: March 03, 2010

Subject: Kittery Comprehensive Plan – Growth Management Plan

Statement of Need: The Kittery Comprehensive Plan needs to be updated by COB 2011.

Background:

- The Maine Growth Management Act required that municipal Comprehensive Plans be updated every ten years.
- Kittery's plan was originated in 1958; updated in 1989 and 1999; revised in 2000; and last adopted in 2002.
- Kittery's current plan is outmoded; does not reflect intervening history nor present reality; and, many listed actions are no longer relevant (Encl 1).
- Kittery's current plan addresses obsolete State goals (Addendum 1); and the related town goals (Addendum 2) and policies (Addendum 3) are now unaligned, as well.

Note: Enclosures follow. Addenda are found in master file booklet held by Town Planner

Facts Bearing on the Equation:

- In 2001, the Maine Legislature established a requirement for municipalities to create a Growth Management Program (30-A MRS §4312 & 4324)(Addendum 4).
 - o "...may amend its existing comprehensive plan and existing land use ordinances to comply....". Neither has been accomplished in Kittery.
- The 2001 act also established the requirements for local Growth Program elements (30-A MRS §4326. *Growth management program elements*)(Addendum 5).
 - o Kittery's current plan does not address all required elements (Addendum 6).
- The 2001 act established 13 Growth Management topics that must be addressed and set State goals in each category (Addendum 7).
- In April 2003, the State Planning Office (SPO), published a manual for plan updates reflecting the best-practice lessons-learned from their review of over 300 municipal plans (Addendum 8).
- In September, 2007, the SPO published Rule 07/105 Chapter 208, COMPREHENSIVE PLAN REVIEW CRITERIA RULE (Addendum 9) which replaced Chapter 202 in toto, as the Review Criteria Rules.
- Appendix A to that Chapter 208 is a 31 page Self Assessment Checklist (Addendum 10) that municipalities are to prepare and deliver as part of their submission contents that will be used by the SPO in its review for certification

Current Situation:

- The scope of work and public participation requirements make it a non-trivial task to accomplish by the end of this year without significant funding for professional services.
- The “on the shelf” status of the current plan leaves growth management as an ad hoc process not serving the present or long term best interests of the Town as it should.
- While there are sustainable future efforts underway (e.g. TIF, enterprise initiatives, Capital Improvement Programming; Shared Services Committee), no correlation to coordinated, integrated growth management policies, strategies, goals and objectives is visible.
- The task is achievable through State certification over an 18 month period using only local resources except for some level of funded professional services in FY’12.
- I know of no particular consequences from the State if our plan is not compliant and suggest that with Kittery’s plan history, a fairly sophisticated and mature set of ordinances, and with a work in progress, there would be none.
- A briefing slide overview of the entire question should be reviewed during a televised meeting (Addendum 11).

Proposed Solution:

- Establish a Growth Management Plan Update Advisory Committee chartered appropriately (Encl 2), with established membership, activities and objectives/milestones (Encl 3).
- The Advisory Committee would organize, study, compile, and prepare, between now and July, to complete the plan in an 18 month period commencing then, seeking certification by December 2011.
 - o A major task for the Advisory Committee during the period prior to December 2010 is to identify planning shortfalls and deficiencies that may require external professional support and funding for Council consideration in the FY’12 budget.
 - o Only participation, meeting space, and some level of administrative support, is required before that point.
- Upon Council adoption and submission to the SPO (July-August 2011), the Committee’s responsibility would continue through the State certification process.

Recommendations: Approve and institute the effort as outlined in Enclosure 2 and 3.

Policy Reference	Activity	Suggested Responsibility	Priority	Status
B4	Continue to work to keep the Shipyard open as a military facility	Council, Town Manager	Ongoing	
B5 & N6	Continue to work with Shipyard to minimize negative impacts of leasing program	Council, Town Manager	Ongoing	
C4 & E4	Continue efforts to eliminate remaining CSO's	Commissioner of Public Works & Sewer Dept	Ongoing	
C5	Continue working with Shipyard to remediate ground water contamination	Town Manager & Conservation Commission	Ongoing	
D12	Support efforts by land trust and conservation organizations to acquire land in scenic viewsheds	Council	Medium	
E1	Undertake program to work with property owners to eliminate OBD's	Shellfish Committee, Conservation Commission, & CEO	High	
E3	Continue to support water quality monitoring	Council & Conservation Commission	Ongoing	
E8	Continued support for management of shellfish resources	Council & Shellfish Committee	Ongoing	
F6	Monitor utilization of sewage treatment plant capacity	Council & Sewer Dept	Low	
F7	Continue upgrading sewer and pump station capacity	Council & Sewer Dept	Ongoing	
G2 & G18	Support Revitalization of Kittery Foreside	Council	High	
G21	Minimize the creation of nonconformities in zoning revisions	Council & Planning Board	Low	
H4	Pursue ongoing painting of bridges	Town Manager	Low	
H11 & H14	Continue to manage new development to enhance traffic flow and safety	Planning Board & Town Planner	Ongoing	
H16	Continue comprehensive, ongoing road maintenance program	Commissioner of Public Works	Ongoing	
H29	Continue to support the regional transportation planning process	Town Manager & Town Planner	Ongoing	
I1	Continue to allow a variety of new housing	Planning Board	Ongoing	
M8	Continue to support efforts to restore life boat station on Wood Island	Council, Estes Committee, Town Manager	Ongoing	

1	IMPLEMENTATION OVERSIGHT			
n/a	Establish Comprehensive Plan Implementation Committee	Town Council	High	
2	LAND USE REGULATIONS			
a	Zoning Amendments			
B2, G17, & C	Revise development standards for nonresidential development	Planning Board & Town Planner	Medium	
B & E	Assure that marine and water dependent uses are accommodated	Planning Board & Town Planner	Medium	
C2 & E5	Establish stormwater quality standards for residential and nonresidential development	Planning Board, Conservation Commission, & Town Planner	Medium	
C6	Assure that development over sand & gravel aquifers meets state standards	Planning Board & Town Planner	Medium	
C12	Maintain a buffer along streams with high or moderate habitat value	Planning Board, Conservation Commission, & Town Planner	High	
D1	Establish a Scenic Road Overlay district	Planning Board, Conservation Commission, & Town Planner	Medium	
D2	Establish curb cut controls on Class I scenic roads	Planning Board & Town Planner	Medium	
D6	Establish standards for walls and fences along Class I and II scenic roads	Planning Board & Town Planner	Medium	
D8	Revise Shoreland Zoning to address visual impact of residential structures	Planning Board & Town Planner	Medium	
D9	Revise shoreland provisions to allow limited pruning and clearing to maintain scenic views and vistas	Planning Board, Town Planner, & Conservation Commission	Medium	
E15	Require the maintenance of moorings upon change of use	Port Authority	Medium	
G9	Review and revise nonresidential performance standards	Planning Board & Town Planner	Low	
G16	Establish variable density system for lots with on-site sewage disposal	Planning Board & Town Planner	High	
G20 & G22	Review and revise nonresidential zoning district boundaries and uses	Planning Board, & Town Planner	Low	
G24	Review and revise buffering requirement for nonresidential uses	Planning Board, Conservation Commission & Town Planner	Medium	
G33	Review wetlands zoning provisions	Planning Board, Conservation Commission, & Town Planner	Low	
G34	Revise Shoreland Zoning to incorporate most recent floodplain mapping	Planning Board & Town Planner	Medium	

G36	Revise zoning district standards and zoning map to reflect the policies of the Future Land Use Plan	Planning Board & Town Planner	Medium	
I3	Revise zoning regulations to allow for construction of eldercare facilities at appropriate densities	Planning Board & Town Planner	Low	
M3	Create a waiting period for the demolition of identified historic structures	Planning Board & Town Planner	Low	
b	Site Plan and Subdivision Review Revisions			
C2& E5	Establish stormwater quality standards for residential & nonresidential development	Planning Board, Conservation Commission, & Town Planner	Medium	
C17	Require that development proposals address rare plants and plant communities	Planning Board, Conservation Commission & Town Planner	Medium	
D5	Require that development proposals address identified scenic resources	Planning Board & Town Planner	Medium	
E10	Require that development proposals assess and mitigate impacts on wildlife and fisheries habitat	Planning Board, Conservation Commission, & Town Planner	Low	
G14	Establish standards for residential development in rural areas	Planning Board & Town Planner	Medium	
M4	Require that development proposals address historic resources	Planning Board & Town Planner	Medium	
M7	Require that development proposals investigate archaeological significance	Planning Board & Town Planner	Low	
3	Studies			
E10	Identify areas of significant wildlife and fisheries habitat	Conservation Commission	Medium	
E17	Develop long term management plan for Wood Island Lifeboat Station	Council, Estes Committee, & Town Manager	Low	
F2	Undertake an update of the sewer facilities plan	Council & Sewer Dept	High	
F8	Explore allowing payment of sewer impact fees over time	Sewer Dept	Medium	
G19	Explore exempting lots of less than five acres from the prohibition on total retail use in the Mixed Use zone	Planning Board & Town Planner	Medium	
H23	Revise and update the Sidewalk Master Plan	Commissioner of Public Works & Planning Board	Medium	
H28	Develop a plan for accommodating employee parking in connection with Shipyard reuse	Foreside Committee & Town Planner	Low	
J1& N1	Review and revise long range capital planning and budgeting system	Council, Planning Board, Town Manager, & Town Planner	Medium	

K6& G30	Develop an open space plan	Planning Board &/or Conservation Commission	High	
N2	Explore alternative funding for needed capital expenditures	Council & Town Manager	Medium	
4	Capital Projects			
H6	Undertake safety and movement improvements on Route One	Town Manager, Commissioner of Public Works, & Planning Board	Medium	
H26	Support development of the Eastern Trail	Conservation Commission & Town Planner	Low	
J4	Pursue expansion and modernization of the Horace Mitchell School	Council, School Committee, & Facilities Committee	Medium	
K2	Work to increase number of athletic fields	Council, School Committee, & Recreation Dept	Low	
5	Other Activities			
A5 & G12	Establish a system for monitoring residential development and evaluating if a system for metering the rate of residential development is needed	Council, CPIC, & Town Planner	High	
B1	Create an ongoing municipal economic development program	Council, Economic Development Committee, & Town Manager	Medium	
B7	Work with York County communities to explore regional approaches to economic development	Economic Development Committee, & Town Planner	Low	
C10	Support efforts by conservation organizations to acquire, manage, and preserve wetlands	Conservation Commission & Town Council	Medium	
E2	Undertake program to identify and eliminate illegal overboard discharges	Conservation Commission & Shellfish Committee	High	
E7	Undertake education program for boaters to discourage discharges	Harbor Master & Port Authority	Medium	
E9	Work with state on standards for aquaculture	Shellfish Committee	Medium	
E19 & K10	Increase enforcement of parking regulations at Sea Point Beach	Council, Town Manager, & Police Dept	Low	
F3	Establish sewer extension policy	Council, Town Manager, Sewer Department, & Town Planner	Medium	
G28	Work with property owners and educate about possible benefits of current use taxation	CPIC, Conservation Commission, Town Planner, & Assessor	Low	
J3	Monitor school enrollments and update enrollment projections	School Superintendent, School Committee, & Town Planner	Medium	
L4	Consider increasing public support for the arts and cultural activities	Council & Town Manager	Medium	

MID TERM ACTIVITIES (Within Three to Five Years)				
1	LAND USE REGULATIONS			
a	Zoning Amendments			
D4	Establish architectural and site design standards for development along Class I Scenic Roads	Planning Board & Town Planner	High	
I2	Explore providing elderly housing density bonus in other zones	Planning Board & Town Planner	Medium	
b	Site Plan and Subdivision Review Revisions			
C13	Require that development proposals address preservation of identified deer yards	Planning Board & Town Planner	Medium	
D3	Establish standards for road openings on Class I Scenic Roads	Planning Board & Town Planner	Medium	
D7& E11	Establish standards for appearance from water bodies	Planning Board, Port Authority, & Town Planner	Medium	
K1	Revise provisions for recreation and open space	Planning Board; Conservation Commission & Town Planner	Medium	
K7	Require developers to contribute to open space	Planning Board & Town Planner	Medium	
2	STUDIES			
B10/F5/G26	Explore establishing TIF Policy CPIC,	Council, Planning Board, & Town Manager	Medium	
D10	Investigate designation of Route 103 as scenic byway	CPIC, Conservation Commission, & Town Planner	Medium	
E13	Monitor usage of mooring areas to maximize available supply of moorings	Port Authority & Harbor Master	Medium	
E20 & K11	Develop management plan for Fort Foster	CPIC, Conservation Commission, Commissioner of Public Works, & Parks Commission	Medium	
E21 & K12	Develop plan for management of public wharfs	CPIC & Port Authority	Medium	
F4	Plan for extension of sewers into identified growth areas to facilitate growth	Planning Board, Town Planner, & Sewer Dept	Medium	
G23	Study the potential for creating neighborhood/village business districts	Planning Board & Town Planner	Medium	
H20	Study to use of Rodgers Road Extension to correct or minimize safety problems	Commissioner of Public Works	Medium	
H25	Develop a bicycle plan	Commissioner of Public Works & Planning Board	Medium	
J2	Explore creative approaches for maintaining a call fire department	Council, Town Manager, & Fire Chief	Medium	

J5	Initiate planning for the upgrading of the Town's public works facility	Council & Commissioner of Public Works	Low	
3	CAPITAL PROJECTS			
H1	Develop additional turnpike interchange north of Route One commercial strip	Council & Town Manager	High	
H7	Undertake safety and flow improvements at traffic circle	Town Manager, Police Department, & Commissioner of Public Works	Medium	
H9	Explore providing sidewalks and bicycle lanes on portion of Route One	Commissioner of Public Works	Medium	
H15	Expand capacity of arterial and collector road network as needed	Council, Town Manager, & Commissioner of Public Works	Low	
H17	Explore coordinated improvement plan for Route 236 west of the Turnpike	Council, Town Manager, & Commissioner of Public Works	Medium	
H21	Consider a program to construct turnarounds on dead end streets	Council, Town Manager, Commissioner of Public Works, & Town Planner	Medium	
K4	Develop interconnections between existing trails	Recreation Department, Conservation Commission, & Town Planner	Medium	
K5	Enlarge or replace the community/ recreation center	Council, Town Manager, & Recreation Dept	Medium	
4	OTHER ACTIVITIES			
A4	Review the cumulative impact of development and establish impact fees if warranted	Council, CPIC, Planning Board, & Town Planner	Medium	
C3 & E6	Develop program to work with owners to retrofit stormwater systems	CPIC, Planning Board, & Town Planner	Medium	
D11	Undertake educational program for property owners in scenic viewsheds	CPIC, Conservation Commission, & Town Planner	Medium	
E12	Develop program for maintaining depths of navigation channels and mooring areas	Port Authority	Medium	
E14	Review rules relating to boating in sensitive areas	Port Authority	Medium	
E18	Explore potential for overland access to Brave Boat Harbor	Conservation Commission, & Town Planner	Medium	
E22& K13	Increase the number of points of public access to coastal waters	CPIC, Conservation Commission, & Town Planner	Medium	
H2	Develop program for managing impact of turnpike weigh stations	Council, Town Manager, & Police Department	Medium	
H8	Develop program in conjunction with property owners to upgrade pedestrian facilities in mall portion of Route One Corridor	Town Manager, Police Department & Town Planner	Medium	

H18	Develop a policy for use of "traffic calming" techniques	Council, Commissioner of Public Works, Police Department, & Town Planner	Low	
J8	Work with natural gas companies on service	Commissioner of Public Works & Town Manager	Medium	
K3	Explore the use of existing tennis courts at Admiralty Village with Shipyard	Recreation Department	Low	
K9	Work with and educate the owners of large parcels of open land to keep land undeveloped	Conservation Commission, Kittery L& Trust, & Town Planner	High	
L1	Work with museums to promote and use them to attract visitors	Council, Historical Society, & Town Manager	Medium	
M1	Establish volunteer program to document historic resources	CPIC, Historical Society, & Town Planner	Medium	
M2	Undertake a program to educate owners of identified historic properties	CPIC, Historical Society, & Town Manager	Medium	
LONG TERM ACTIVITIES				
A3	Establish a regional approach for addressing affordable housing	CPIC & Town Planner	Medium	
B9& M5	Work with legislative delegation on sales tax options	Council & Town Manager	Low	
C15	Update wildlife habitat maps	Conservation Commission	Medium	
C16	Develop standards to protect any identified endangered species	Planning Board & Conservation Commission	Low	
F9	Hold referendum on fluoridation of water supply	Council & Town Manager	Low	
G15	Evaluate potential of expanded home occupation and national resource uses in rural areas	Planning Board & Town Planner	Medium	
H3	Work with MeDOT and MTA to create appropriate stopping area on Turnpike	Council & Town Manager	Medium	
H5	Explore alternative I-95 lighting design	Council & Town Manager	Low	
H9	Explore providing pedestrian and bicycle facilities on Route One south of the traffic circle	Council, Commissioner of Public Works, & Police Department	Medium	
H12	Explore installing new, attractive pedestrian scale lighting in Route One Corridor	Council, Commissioner of Public Works & Town Planner	Medium	
H13	Evaluate potential of connecting southbound Route One and conduct additional analysis if necessary	Council, Town Manager, & Commissioner of Public Works	Medium	

H27	Develop a management plan for Government Street Wharf and Traip Academy Boat Ramp	Harbor Master & Port Authority	Medium	
H30	Investigate the need for regional public transportation	Town Planner	Medium	
I4	Work with nonprofit organizations and developers to maintain balance in the housing supply	Planning Board & Town Planner	Low	
J6	Evaluate options for meeting the Library's long range space needs Library Board,	Council, Town Manager	Medium	
L2	Support expansion of the Historical and Naval Museum	Council, Historical Society, & Town Manager	Medium	
L3	Investigate possible public or community use for Safford School	Council & Town Manager	Low	
M5	Evaluate creating Local Historic Commission and establishing voluntary design standards for historic structures	Planning Board & Town Planner	Medium	
M6	Conduct professional surveys of archaeological sites	Council & Town Manager	Low	
M9	Consider signage, exhibitions, and brochure of historic properties	Historical Society	Low	
M10	Explore property tax reductions for historic properties	Council & Town Manager	Medium	

1 **Enclosure 2 – Growth Management Program Update Advisory Committee Charter**

2
3 ***The KITTERY TOWN COUNCIL:***

4
5 Hereby orders the establishment of a Kittery Growth Management Program Update Advisory Committee as
6 follows:

- 7
8 1. The Advisory Committee membership will consist of the following membership: Council – 1; Planning
9 Board – 1; Board of Appeals – 1; Port Authority – 1; School Committee – 1; and, six town residents at
10 large as selected and appointed by the town council. Ex Officio non-voting members are appointed as
11 follows: Town Manager, Superintendent of Schools and by acceptance of invitation, a member of the
12 Kittery Water District. The Town Planner is appointed the primary staff coordinator for this effort . The
13 Committee Chair is the appointed Council member and a Co-Chair will be elected by the committee
14 from among the citizen appointees at its initial organizing meeting.
15
16 2. The Council wishes the Advisory Committee to engage and complete an update of the Kittery
17 Comprehensive Plan in accordance with 30-A MRS §4326 and State Planning Office Rule 07/105
18 Chapter 208 as outlined following, delivering a compliant Kittery Growth Management Plan through
19 submission to, and certification by, the State of Maine Planning Office.
20
21 3. The Council allocates meeting space and some level of administrative support (e.g. copying) until the
22 Advisory Committees submits a request for necessary funding.
23
24 4. The Council expects participation and contributions from ex officio members, ancillary support
25 municipal staff, and other town boards and committees on an as necessary basis.
26
27 5. Further, the council invites the participation and contribution of other community interested parties as
28 they may deem appropriate.
29
30 6. And, the Council extends an open invitation to cognizant authorities in the communities of Eliot, South
31 Berwick and York, Maine, and the City of Portsmouth and Town of Newington, NH, to come together
32 on planning matters of regional interest as they may deem appropriate.
33
34 7. The Council wishes the Advisory Committee to submit periodic progress and status reports no less
35 often than quarterly though June 2011. Thereafter, monthly or more frequent, reports are to be
36 submitted.
37
38 8. The Advisory Committee will hold its first meeting on Wednesday, March 31, 2010 at 6:00pm at Town
39 Hall (large conference room); elect a co-chair and organize itself; meet as often as it determines
40 necessary to complete its task; and, achieve the milestones/objectives laid out following.
41
42 9. The Advisory Committee reports to the Council as a whole through its Chair. It has no authority with
43 members of municipal staff, except as it may be requested of, and directed by, the town manager or
44 school superintendent.
45
46 10. Council herewith dissolves the Committee upon completion of its task or December 31st, 2011,
47 whichever may occur later.

GROWTH MANAGEMENT PLAN REQUIRED ELEMENTS

1. Vision Statement
2. Public Participation Summary
3. Regional Coordination Program
4. Future Land Use Plan
5. Topic Area Components
6. State Goals
 - a. Analyses and Key Issues
 - b. Conditions and Trends
 - c. Policies
 - d. Strategies
7. Applicability
8. Plan Implementation
9. Evaluation
10. Self-Assessment Checklist
11. Certification

FUTURE LAND USE PLAN SUBJECT CATEGORIES

Plan State Goals

To encourage orderly growth and development in appropriate areas of each community, while protecting the state's rural character, making efficient use of public services, and preventing development sprawl.

Population and Demographics

None.

Economy

Plan for, finance, and develop an efficient system of public facilities and services to accommodate anticipated growth and economic development.

Promote an economic climate that increases job opportunities and overall economic well-being.

Housing

To encourage and promote affordable, decent housing opportunities for all Maine citizens.

Transportation

To plan for, finance and develop an efficient system of public facilities and services to accommodate anticipated growth and economic development.

The transportation section must be developed in accordance with the Sensible Transportation Policy

Act in order to be consistent with the Growth Management Act.

Recreation

To promote and protect the availability of outdoor recreation opportunities for all Maine citizens, including access to surface waters.

Marine Resources

To protect the State's marine resources industry, ports and harbors from incompatible development and to promote access to the shore for commercial fishermen and the public.
For coastal towns, a local comprehensive plan address the state coastal management policies (38 MRSA §1801).

Water Resources

To protect the quality and manage the quantity of the State's water resources, including lakes, aquifers, great ponds, estuaries, rivers, and coastal areas.

Critical Natural Resources

To protect the State's other critical natural resources, including without limitation, wetlands, wildlife and fisheries habitat, sand dunes, shorelands, scenic vistas, and unique natural areas.

Historic and Archaeological Resources

To preserve the State's historic and archaeological resources.

Agricultural and Forest Resources

To safeguard the State's agricultural and forest resources from development which threatens those resources.

Public Facilities and Services

To plan for, finance and develop an efficient system of public facilities and services to accommodate anticipated growth and economic development.

Fiscal Capacity and Capital Investment Plan

To plan for, finance and develop an efficient system of public facilities and services to accommodate anticipated growth and economic development.

Existing Land Use

To encourage orderly growth and development in appropriate areas of each community, while protecting the state's rural character, making efficient use of public services, and preventing development sprawl.

SUBMISSION REVIEW PROCESS

Notification of Completeness

The plan is submitted in a manner and on forms as prescribed by the Office;

A completed Self-Assessment Checklist is included;

The plan includes a vision statement that summarizes the community's desired future community character;

Public participation has occurred in accordance with the 30-A MRSA §4324;

A regional coordination program is included in accordance with Section 2.3;

The minimum required analyses, condition and trend data, policies, and strategies from Section 4 are included in the plan;

The Plan includes a Future Land Use Plan with associated maps and narrative;

An implementation section is included; and,

The plan provides for future periodic evaluation of the plan and its implementation.

Review of Future Land Use Plan

Comment Solicitation

Consistency Findings

A. Notification of Consistency Findings

B. Finding of Consistency

C. Finding of Inconsistency

Appeal of a Finding of Inconsistency

Making an Appeal.

Grounds for Appeal

Procedure on Appeal

Decisions of the Director and Appeals to Superior Court

Duration of Consistency Findings

Review of Amendments to Approved Comprehensive Plans

MEET BI-MONTHLY, WEDNESDAY, 6:00-8:00pm

1. Council establish Plan Update initiative & Charter Committee

2. Council appointed Committee

Principle Members

Council – 1 (Chair)
School Committee – 1
Planning Board – 1
Board of Appeals – 1
Port Authority - 1
Citizens – 6 (1- Co-Chair)
Town Planner

Ex officio Members

Town Manager
School Superintendent
Water District Superintendent

Ancillary Participants - Staff

Town Clerk
Fire Chief
Police Chief
Public Works Director
Harbormaster
Code Enforcement Officer
Sewer Superintendent
Recreation Director
Town Assessor
School Principals

Ancillary Participants – Boards & Committees *(Invited)*

Conservation Commission
Parks Commission
Rice Public Library
Frisbee Revitalization Committee
Solid Waste & Recycling Committee
CIP Committee
Open Space Advisory Committee
Energy Advisory Committee
Shellfish Conservation Committee
Other Boards/Committees, as necessary

Ancillary Participants - Community

Kittery Historical Society
Kittery Land Trust
Friends of Fort McClary
Friends of Spruce Creek

Ancillary Participants - Regional

SMRPC
SPO
Eliot
York
South Berwick
Portsmouth
Newington

Milestones – March – June 2010

3. Committee Establishment, Orientation & Training
4. Committee Organization & Planning
5. Committee Current Plan Self Assessment
6. Committee Research & Data Collection
7. Committee Growth Management Plan Development
8. Committee Compilation of Strawman Outline
9. Committee Identification of Shortfalls & Deficiencies
10. Support Request, Funding & Implementation

Milestones – July -December 2010

11. Topic Sub-Committee Charter, Support, Schedule & Expected Results
 1. Population and Demographics
 2. Economy
 3. Housing
 4. Transportation
 5. Recreation
 6. Marine Resources (if necessary)
 7. Water Resources
 8. Critical Natural Resources
 9. Historic and Archeological Resources
 10. Agriculture and Forestry Resources
 11. Public Facilities and Services
 12. Fiscal Capacity and Capital Investment Plan
 13. Land Use
12. Support RFP - Issue, Evaluation & Source Selection
13. Community Awareness Campaign Commencement – Vision Creation

Milestones – January - July 2011

14. Topic Sub-Committee – Goals Match
 - Analyses and Key Issues
 - Conditions and Trends
 - Policies
 - Strategies
15. Committee – Regional Coordination Extension Invitation
16. Public Participation Campaign
17. Committee Compilation of Woodman
18. For Comment Circulation to Stakeholders
19. Committee Compilation of Stoneman
20. Public Acceptance Campaign
21. Committee Compilation of Ironman
22. Presentation to Town Council for Adoption

Milestone – July 2011 - December 2011

23. Preparation & Submission to SPO for Certification
24. Attention to any SPO surfaced Issues
25. Completion on Certification